GREENSBORO N.C. NDC RI-399 INVENTORY

DATE/2 124 12018

USPS: Jane McChurchen

APWU: Lead Near Dennisa

NPMHU: Martin Dolor

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS
USPS:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

ACILITY:	GREENSBORO NDC	CITY:		GREENSBORO	STATE/ZIP CODE:	NC 27495	DATE: 12/24/2018	.,
1. OPERATION NUMBER OR LOCAL DESCRIPTION		RIPTION		2. FUNCTION NUMBER OR LOCA	L DESCRIPTION	9-1-2017	D CRAFT AS OF (PLACE N COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			#			CLERK	MAIL HANDLER	(01 11011112)
CEYER TRA	NING operation 781			ADMINISTER TRAINING AND TE KEYING OPERATIONS	STING FOR	х		
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS: JULIAN APWU: JULIAN APWHU! APWH

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

	ITY:	GREENSBORO STATE/ZIP CODE: NO		DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPT	ION			ED CRAFT AS OF -1-2017	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			(PLACE AN		
	#	547	CLERK	MAIL HANDLER	101 110111111
4		LUATINAT INTERFECTO MAIL ORDANOUT TO			
AZMAT STAGING-SORTING AREA	1	HAZMAT IDENTIFIED MAIL BROUGHT TO AREA BY EQUIPMENT OPERATORS,		x	
			Accessed to the second		
	2	MAIL IS SORTED AND STAGED FOR DISPATCH	· · · · · · · · · · · · · · · · · · ·	X	
	3	MAIL IS DISPATCHED TO DOCK		Х	
	4	MAIL IS LOADED ONTO TRUCK/VAN AS LAST ITEM ON REAR OF TRUCK/VAN		×	
			······································		
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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty USPS: UK

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC 274	95	DATE: 12/24/2	018
1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED 9-1-; (PLACE AN "X		4. NUMBER OF ATTACHED DIAGRAM(S)
	#		CLERK	MAIL HANDLER	(OPTIONAL)
H-1 CONVEYOR FEED INTO SECONDARY INTO SECONDARY STORAGE BELTS	1	MAIL BROUGHT TO CONVEYOR BY EQUIPMENT OPERATORS		×	
operation 229-230	2	LOADED MAIL CONTAINERS INSERTED INTO CONTAINER UNLOADERS MAIL CONTAINERS EMPTIED ONTO CONVEYOR BELT VIA		x	
	3	DUMPER		х -	1
	4	EMPTY MAIL CONTAINERS REMOVED FROM UNLOADERS AND PLACED IN TO STAGING.		x	
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			12 p. 112, 27		
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USPS: James Chumley
APWU: Leonard Dennison

APWU: Leonard Dennison
NPMHU: Martin Doherty

USPS: APWU:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

ACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC 27495		DATE: 12/24/2	2018
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-	CRAFT AS OF 2017 (" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(OPTIONAL)
		The state of the s			
S 12 SACK SLIDE	1	SACKS COME DOWN SLIDE FROM CONVEYORS SYTEM		X	
	2	WORK AREA SET UP FOR OPERATION		X	
QUIPMENT IS STILL IN PLACE AND OPERABLE, IF ISE OF EQUIPMENT CHANGES THIS WILL BE SEVISITED AS NEW WORK		SACKS ARE OPENED AND CONTENTS DISTRIBUTED INTO MAIL CONTAINERS.		×	
		EQUIPMENT OPERATORS OR CRS TAKE CONTAINERS OF MAIL CONTAINERS AREAS TO BE WORKED		х	
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APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

ACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE:	NC 27495	DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1	O CRAFT AS OF 2017 (" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(6. 114.11.12)
BULK EQUIPMENT STAGING AREA		EQUIPMENT OPERATORS BRING EQUIPMENT FROM TRUCKS OR WORK AREAS TO BE STAGED FOR FUTURE USE		x	
ERE EMPTY EQUIPMENT IS BROUGHT FOR STAGING FOR USE AFTER BEING LOADED FROM TRUCK OR BROUGHT IN DM OUTSIDE		EQUIPMENT OPERATORS BRING EQUIPMENT FROM BULK STAGING AREA TO WORK AREAS TO BE USED		x	
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LORG REPRESENTATIVES PRINTED NAME USPS: James Chumley APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW REVISED 9-1-2017 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

OPERATION NUMBER OR LOGAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-	CRAFT AS OF 2017 ("IN COLUMN)	4. NUMBER O ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	<u> </u>
NDOR - 047 -					
PROP+G17+A17:I31+A17:I3+A17:I31		CALLING FOR TRUCKS TO COME TO THE DOCK	х		
		OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	Х	ļ	1
		EXTEND DOCK LEVELER INTO TRAILER	Х	 	1
		CHECKING RED/GREEN SAFETY LIGHTS	x		
	5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	x	 	1
	_6	UNSTRAP LOAD	хх		
	7	LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS		×	
		SCAN MAIL AND DOES BILL OF LADING FOR LOAD	x		
	9	MAIL SEPERATED AND TAKEN TO APPROPRIATE LOCATIONS FOR EITHER DISPATCH OR WORKING		х х]
	10	TRUCKS STRAPPED FOR DISPATCH	х]
	11	REMOVE WHEEL CHOCKS	х		
	12	RETRACT DOCK LEVELER	х]
	13	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		_
	14	CLOSE DOCK DOOR	x_]
	15	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	х		
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF

FACILITY: GREENSBORO NDC CITY		GREENSBORO STATE/ZIP CODE: NO	C 27495	DATE: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	NED CRAFT AS OF (PLACE ' IN COLUMN)	4. NUMBER C ATTACHED DIAGRAM(S (OPTIONAL)
	#		CLERK	MAIL HANDLER	(OT HORAL
SRS 2A SACK UNLOADER	1	FULL MAIL CONTAINERS BROUGHT TO UNLOADER BY EQUIPMENT OPERATORS FROM TRUCKS		х	
	2	FULL MAIL CONTAINERS STAGED NEAR SRS 2A UNLOADER		х	
	3	FULL MAIL CONTAINERS INSERTED INTO UNLOADER		х	-
,	4	MAIL DUMPED ONTO CONVEYOR BELT		x	
	5	EMPTY MAIL CONTAINERS REMOVED FROM UNLOADER	·	x .	
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GREENSBORO BMC

Figure 2-11 PSM Induction Area

9-1

PARCEL SORTING OPERATION

USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty USPS:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY:	GREENSBORO NDC	CITY:	GREENSBORO	STATE/ZIP CODE:		DATE: 12/24/2018	
. OPERATION	NUMBER OR LOCAL DES	CRIPTION	2. FUNCTION NUM	BER OR LOCAL DESCRIPTION		NED CRAFT AS OF	4. NUMBER
			(PLACE AN "X" IN C		ATTACHED DIAGRAMIS		
			¥		CLERK	MAIL HANDLER	(OPTIONAL
PRIMARY P	PARCEL SORTERS P1	AND P2					1
ERATION NU	JMBERS 856-11,12,13	856-21,2	1 KEYS PARCELS		X		
		'	WORKS CULL BEL	TS	x		
			PULLS AND DISPA	TCHES LOADED M CONTAINER LOADERS		×	
				M MISSENT CHUTES INTO	x		
	•			AINERS TO UNLOADERS OR CRS FOR PLACEMENT AIL STREAM	x		
			WORKS MAIL FROM	M CULL BELTS INTO MAIL	x		
				TAINERS TO UNLOADERS OR CRS FOR PLACEMENT AIL STREAM	x		
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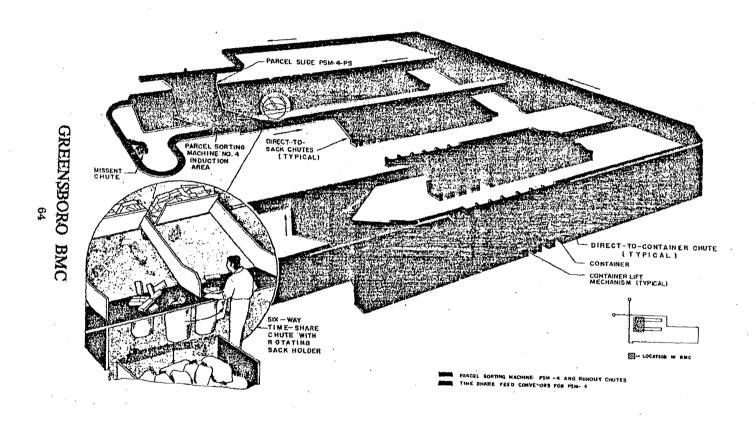


Figure 2-13 Secondary Sorting System and Output

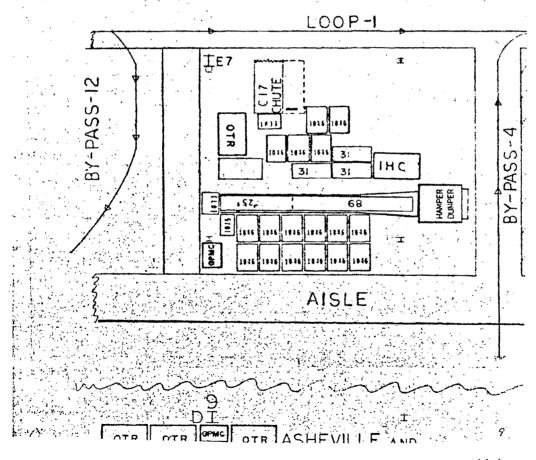
APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

FACILITY:	GREENSBORO NDC	CITY:	GREENSBORO	STATE/ZIP CODE: N	IC 27495	DATE: 12/24/2018	
1. OPERATION	NUMBER OR LOCAL DESC	RIPTION	2. FUNCTION NUMBER	OR LOCAL DESCRIPTION	9-1-2017	NED CRAFT AS OF (PLACE 'IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S)
					CLERK	MAIL HANDLER	(OPTIONAL)
SECONDAR P4	Y PARCELS SORTERS F	3 AND	KEYPARCELS AND BU	NDLES ONTO SORTER	x		1
854-34, P3 854-40 P4 K	854-44, P4 854-30 P3 KI EYIING		BRINGS EMPTY CONTA			x	
			STRAND OF LOOP 1 A	AREA AND NORTHERN ND ALSO LOOP 3 TO	×		
		L	SET UP OF RACKS, HA	NGING SACKS	×		
			WORKS MAIL FROM SI OR CONTAINERS	LIDES INTO SACKS AND	х		
			SWEEP SACK RACKS, INTO CONTAINERS	PLACE LOADED SACK	×		
			TAKE LOADED CONTA		x		
			PULLS AND DISPATCH OUTGOING STAGING	IES CONTAINERS FROM AREA		x	
			INSERTS EMPTY CONT			×	
		1	PULLS AND DISPATCH CONTAINERS FROM C			x	
		1	1 WORK MAIL FROM CU	LL BELTS	x		
		1	H49-H50-H51 PLACES 2 CONTAINERS INTO UN		x		
			DUMPS MAIL ONTO HA		×		
		<u> </u>	REMOVES UNLOADED FROM UNLOADER H49		×		
			Operates Hamper-Tilte trash and puts back in 5 50,H-51 container unto		x		
MANUAL S	CAN WHERE YOU BAND	<u>.</u>	WEIGH AND PRINT LA 6 MAIL	BELS TO ATTACH TO	x		
		Į.	PLACE WEIGHED AND 7 MAIL EQUIPMENT	LABELED MAIL INTO	×		
				NERS TO UNLOADERS CRS FOR PLACEMENT STREAM	x		
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IPP SORT AREA



USPS: James Chumley
APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS: APWU: X A A

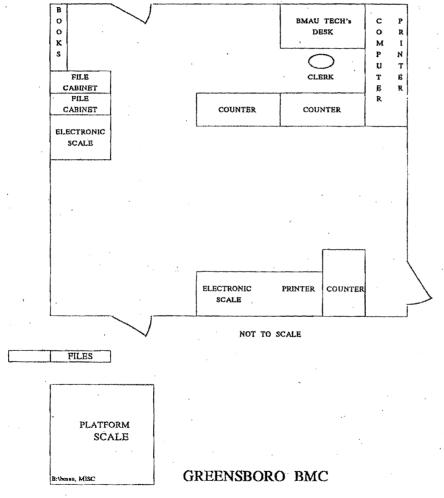
UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

ACILITY:	GREENSBORO NDC	CITY:	GREENSBORO STATE/ZIP CODE: N	IC 27495	DATE: 12/24/2018	
I. OPERATION NUMBER OR LOCAL DESC		RIPTION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION		IED CRAFT AS OF	4. NUMBER OF ATTACHED
				(PLACE AN "X" IN COLUMN)		DIAGRAM(S) (OPTIONAL)
		#	·	CLERK	MAIL HANDLER	(OP HONAL)
RREGULAF	R PARCEL POST (IPP)	1	BRINGS MAIL FROM TRUCK TO IPP WORK AREA		×	1
OPERATION			BRINGS EMPTY MAIL CONTAINERS TO IPP STAGING AREA		x	
		3	SET UP IPP WORK AREA WITH MAIL CONTAINERS	x		
	4	DISTRIBUTE IPP INTO SACKS AND CONTAINERS	x			
	5	SWEEP AND DISPATCH FROM WORK AREA TO STAGING AREA	x			
		6	PULL LOADED EQUIPMENT FROM STAGING AREA TO TRUCK FOR DISPATCH		x	
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BULK MAIL ACCEPTANCE UNIT (BMAU)



12

USPS: James Chumley

. APW

APWU: X

APWU: Leonard Dennison
NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC	CITY:	GREENSBORO	STATE/ZIP CODE: N	NC 2/495	DATE: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCR	OPERATION NUMBER OR LOCAL DESCRIPTION		OR LOCAL DESCRIPTION	7ION 3. ASSIGNED CRAFT AS OF 9-1-2017 (PLAC AN "X" IN COLUMN)		4. NUMBER OF ATTACHED DIAGRAM(S)
	#			CLERK	MAIL HANDLER	(OPTIONAL)
BULK MAIL ACCEPTANCE UNIT						1
	_1	UNLOAD MAIL FROM T	RUCK, WEIGH AND VER	х		
NO LONGER IN FACILITY, OPERATION MOVED TO P&DC		READIES VERIFIED MA	IL FOR DISPATCH	x		
	3	EQUIPMENT OPERATO MAIL TO DOCK FOR DI			x	
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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF

FACILITY:	GREENSBORO NDC	CITY:	GREENSBORO	STATE/ZIP CODE: N	C 27495	DATE: 12/24/201	8
1. OPERATION NUMBER OR LOCAL DESCRIPTION		CRIPTION	2. FUNCTION NUMBER	R OR LOCAL DESCRIPTION	9-1	D CRAFT AS OF 1-2017 X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S)
		#			CLERK	MAIL HANDLER	(OPTIONAL)
DISTRIBUTI	ON)	ļ					
OPERATION	I 100-20	1	BRINGS STICK NMOS MACHINE TO STICKS	FROM TRUCK AND NMO WORK AREA		×	
		2	SET UP OF STICKS W	ORK AREA		x	
		3	LOAD OVERSIZE PAR CONTAINERS	CELS AND STICKS INTO		x	
		4	DISPATCH LOADED E			x	
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USPS: James Chumley
APWU: Leonard Dennison
NPMHU: Martin Doherty

INITIALS USPS: XXXXX

UPDATED REGIONAL INSTRUCTION - 399 REVIEW REVISED 9-1-2017 INSTALLATION INVENTORY

OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	D CRAFT AS OF (PLACE N COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(8)
	#		CLERK	MAIL HANDLER	(OPTIONAL)
NMO MACHINE - NON MACHINEABLES	<u> </u>				
DPERATION 938	1	PLACE INCOMING NMO MAIL ONTO CRS LOOP (CONTAINER RECIRCULATING SYSTEM)		x	
	2	SETS UP NMO WORK AREA		x	
	3	CALLING FOR TRUCKS TO COME TO THE DOCK	x		
	4	OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	x		
	5	EXTEND DOCK LEVELER INTO TRAILER	x		
	6	REMOVE FIRST SET OF STRAPS HOLDING LOAD	x		
	7	CHECKING RED/GREEN SAFETY LIGHTS	х		
	8	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	х		
	9	REMOVE REMAINING SETS OF STRAPS WHILE UNLOADING THE TRAILER/TRUCK		x	
	10	UNLOAD TRUCKS OF INCOMING NMO MAIL, PRIMARILY DOCKS 132 AND 133		x	
	11	PLACES MAIL ONTO CONVEYOR FOR SORTING		x	
	12	SWEEPS RUNOUTS AND LOADS NMO MAIL INTO CONTAINERS		x	
	13	DISPATCHES LOADED NMO MAIL EQUIPMENT FROM RUNOUTS TO TRUCKS		x	
H-51 A LOADER AT NMO MACHINE	14	PLACES EMPTY MAIL CONTAINER INTO LOADER		х	
	15	STARTS LOADER OPERATION		x	
	16	REMOVES LOADED MAIL CONTAINER FROM LOADER		x	
	17	TAKE LOADED MAIL EQUIPMENT TO APPROPRIATE WORK AREA		х	
	18	REMOVE WHEEL CHOCKS	x		
-	19	RETRACT DOCK LEVELER	×		
	20	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	×		
	21	CLOSE DOCK DOOR	X		
	22	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	х		
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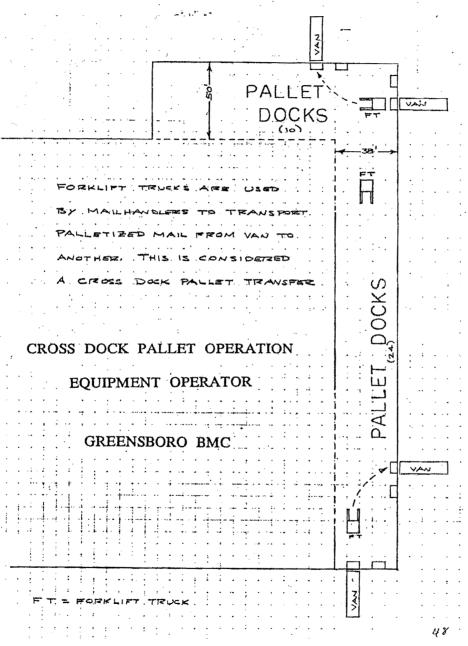
USPS: James Chumley

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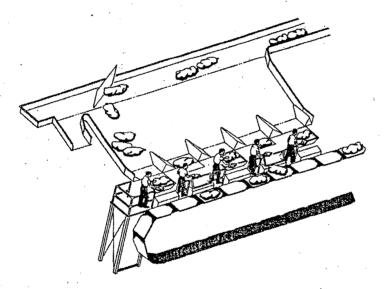
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REVISED 9-1-2017 INSTALLATION INVENTORY OF

I, OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-	ED CRAFT AS OF 1-2017 'X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(4, (4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4
CROSS DOCK OPERATION					,1
VIS FORKLIFT FROM ONE TRUCK TO ANOTHER TRUCK		UNLOADING AND DISTRIBUTING CROSS DOCK MAIL FROM 1 TRUCK TO ANOTHER		x	
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SACK SORTING OPERATION



GREENSBORO BMC

36

USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

VITIALS

APWU: XX

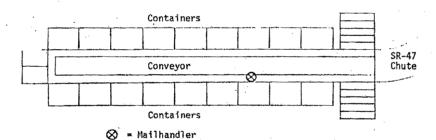
UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC 27	495	DATE: 12/24/2018	· · · · · · · · · · · · · · · · · · ·			
1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION		3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)				
	#		CLERK	MAIL HANDLER				
SACK SORTING OPERATION					3			
OPERATIONS 238-10 SSM-1, 238-20 SSM-2	1	KEY SACKS TO SACK RUNOUTS		x]			
	2	TAKE EMPTY EQUIPMENT FROM CRS LOOP AND SET UP OPERATION AT SACK RUNOUTS	****	x				
	3	UNLOAD SACK ROLLER TABLES AND RUNOUTS AND LOAD SACKS INTO EMPTY EQUIPMENT		x				
	4	PLACE LOADED SACK EQUIPMENT FROM SACK RUNOUTS ONTO THE CRS LOOP		x				
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SR-47 OPERATION

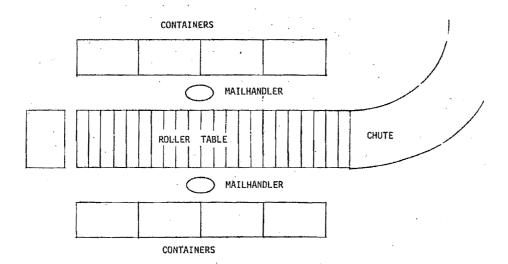
OPERATION SET UP SIMILAR TO THAT OF SR 9, SRD 54 AND SRD 77 AS WELL, A RAISED CONVEYOR BELT MAIL IS SORTED INTO CONTAINERS STAGED AROUND OR BESIDE IT



Mailhandler removes mail from conveyor and sorts to a container.

GREENSBORO BMC

ROLLER TABLES



GREENSBORO BMC

USPS: James Chumley
APWU: Leonard Dennison
NPMHU: Martin Doherty

USPS:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW REVISED 9-1-2017 INSTALLATION INVENTORY

OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1	D CRAFT AS OF -2017 X" IN COLUMN)	4. NUMBE OF ATTACHE
	#		CLERK	MAIL HANDLER	DIAGRAM(: (OPTIONAL
UTOMATED PARCEL BUNDLE SORTER	1	BRING MAIL FROM TRUCKS TO CONTAINER UNLOADER STAGING AREA		x	
PERATIONS 4350-30 KEYING 435-31 SWEEPING	2	BRING EMPTY EQUIPMENT TO STAGING AREA		×	
	3	TAKE MAIL FROM CONTAINER UNLOADER STAGING AREA AND PLACE INTO DUMPER		×	
	4	SET UP OF RUN OUTS, SACKS, CONTAINERS AND SACK RACKS	x		
	5	DUMP MAIL ONTO INFEED BELTS		×] (
	6	KEYS AND VERIFIES MAIL TO THEIR DESIGNATED RUNOUTS	х		
	7	TAKE EMPTY MAIL CONTAINERS FROM LOOP AND PUT FULL MAIL CONTAINERS ONTO LOOP DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS	X		
	8	BREAKDOWN OF MACHINE AND MOVING MAIL INTO STAGING AREA WHEN OPERATIONS CHANGE DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS	X		
	9	DISPATCHING MAIL FROM STAGING AREA DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS		x	
MANUAL SCAN WHERE YOU BAND 208	10	WEIGH SACK AND PRINT LABELS TO ATTACH TO SACKS	x		
	11	PLACE WEIGHED AND LABELED SACKS INTO MAIL EQUIPMENT	х .		
	12	LOOSE MAIL TAKEN FROM KEYING STATIONS TO STAGED CONTAINER AND THEN STAGED CONTAINED WHEN FULL TAKEN TO DISPATCH STAGING AREA	x		
	13	LOOSE MAIL FROM INFEED BELTS PUT INTO CONTAINER AND THEN TAKEN TO DISPATCH STAGING AREA		x	
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS: APWU: Y.A.

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NO	27495	DATE: 12/24/20	18
1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1	D CRAFT AS OF I-2017 'X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S
	#		CLERK	MAIL HANDLER	(OPTIONAL
LOOSE IN MAILS = MAIL COLLECTED FROM LIM (LOOSE IN MAIL) CHUTES	1	MAIL COLLECTED BY EQUIPMENT OPERATORS DURING TOUR AND BROUGHT TO WORK AREA	2	x	
OPERATIONS 031	2	LOAD CONTAINERS INTO HAMPER DUMPER		x	
	3	DUMP MAIL ONTO CONVEYOR BELT		x	
	4	SEPARATE MAIL FROM TRASH		x	
		MAIL TAKEN BY EQUIPMENT OPERATORS TO DOCKS FOR DISPATCH TO P&DC		x	
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS: APWU: XXXX

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

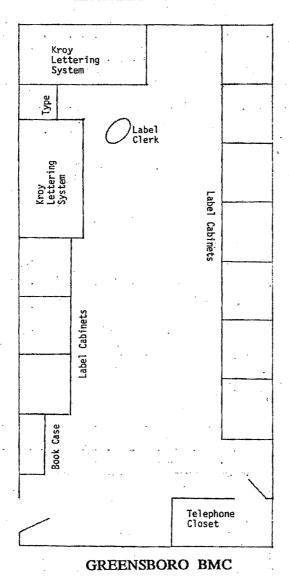
REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC CITY:		GREENSBORO	STATE/ZIP CODE:	NC 27495		DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION			9-1	D CRAFT AS OF -2017 X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#				CLERK	MAIL HANDLER	
REWRAP= MAIL DAMAGED IN THE SYSTEM		MAIL COLLECTED BY EQ BROUGHT TO REWRAP	UIPMENT OPERATORS A	ND		x	1
OPERATION 109		LETTERS AND PARCELS SALVAGE FOR DELIVERY IDENTIFICATION OF ADDI UNIDENTIFIABLE MAIL TO	BY REPACKAGING, RESSES AND SENDING O			x	
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LABEL CLERK



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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty INITIALS

APWU: X /C /C

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC	27495	DATE: 12/24/2018	talen and a second
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	ED CRAFT AS OF (PLACE IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(
LABEL CLERK		MAKES AND ORDERS LABELS AND SIGNS FOR MAIL PROCESSING OPERATIONS	x		1,
OPERATION 109-50		DISTRIBUTES LABELS TO MAIL PROCESSING OPERATIONS	x		
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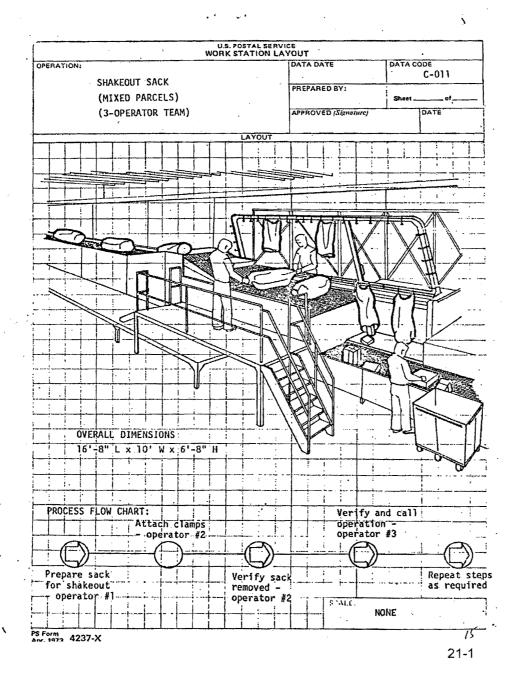
USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

FACILITY:	GREENSBORO NDC	CITY:	GREENSBORO	STATE/ZIP CODE: N	IC 27495	DATE: 12/24/20	18
1. OPERATION	NUMBER OR LOCAL DESC	CRIPTION	2. FUNCTION NUMBER	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGN 9- (PLACE AN	4. NUMBER OF ATTACHED DIAGRAM(S)	
		#			CLERK	MAIL HANDLER	(OPTIONAL)
SACK SHAK	EOUT	1	EMPTY SACK EITHER HANGING SACKS FRO CONVEYORS			x	
							21



1

USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty INITIALS USPS

APWU:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

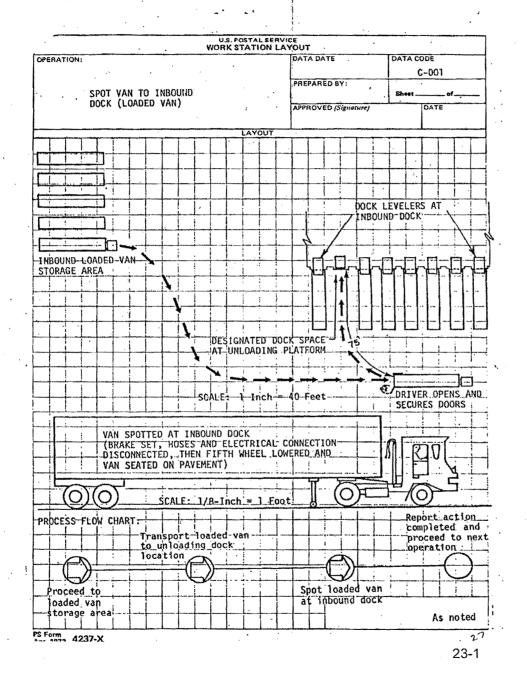
FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC 2	7495	DATE: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION		NED CRAFT AS OF 3-1-2017 I "X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER] (01 110,022)
UNLOADER	1	RETRIEVES LOADED CONTAINERS FROM CRS		x	
	2	PLACE LOADED CONTAINERS INTO UNLOADER		х]
SACU-SACK AUTOMATED CONTAINER UNLOADE	R 3	REMOVE UNLOADED CONTAINERS FROM UNLOADER		х	
	4	PLACE EMPTY CONTAINERS BACK ONTO CRS		x	
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LDRC REPRESENTATIVES PRINTED NAME USPS: James Chumley APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

I. OPERATION NUMBER OR LOCAL DESCRIPTION	2 FUNCTION	STATE/ZIP CODE: NC 27495 NUMBER OR LOCAL DESCRIPTION		DATE: 12/24/2018	4. NUMBER O
			9-	1-2017 "X" IN COLUMN)	ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	
NCOMING MAIL	1 CALLING FOR TRUCKS	S TO COME TO THE DOCK	X		3
JNLOADING CONTAINERIZED/ROLLING STOCK MAIL FROM TRAILERS/TRUCKS	2 OPENING VAN/TRUCK	DOCK DOORS AND BREAKING SEALS	x		
OPERATIONS 210 INBOUND 231 DOCK CLERK	3 EXTEND DOCK LEVEL	ER INTO TRAILER	x		
	4 REMOVE FIRST SET O	F STRAPS HOLDING LOAD	x		
	5 CHECKING RED/GREE	N SAFETY LIGHTS	x		
	6 PLACING WHEEL CHO	CK UNDER TRAILER TIRES IF NEEDED	x		
	REMOVE REMAINING S 7 THE TRAILER/TRUCK	SETS OF STRAPS WHILE UNLOADING		x	
	8 TRAILERS,TRUCKS	ERIZED ROLLING STOCK MAIL FROM		х	
	9 OPERATORS	ETIZED MAIL BY EQUIPMENT	· · · · · · · · · · · · · · · · · · ·	x	
	10 UNLOADING BED LOA	DED MAIL FROM TRUCK/TRAILER		x	
		DED MAIL TO APPROPRIATE NG UNLOADERS, STAGING AREAS		x	
	12 REMOVE WHEEL CHO	CKS	x		
	13 RETRACT DOCK LEVE	LER	х		
	14 CLOSE VAN/TRUCK D	OOR (RESEAL IF NECESSARY)	X		
	15 CLOSE DOCK DOOR		х]
	16 CALL FOR TRUCK/TR	AILER TO BE REMOVED FROM DOCK	х	ļ	
	NOTE				<u> </u>
	* UNLOADING/LOADIN EQUIPMENT,PARTS,R	IG OF MAINTENANCE ECYCLED MATERIALS IS DONE BY E PERSONNEL OR SUPPLY DEPENDANT			
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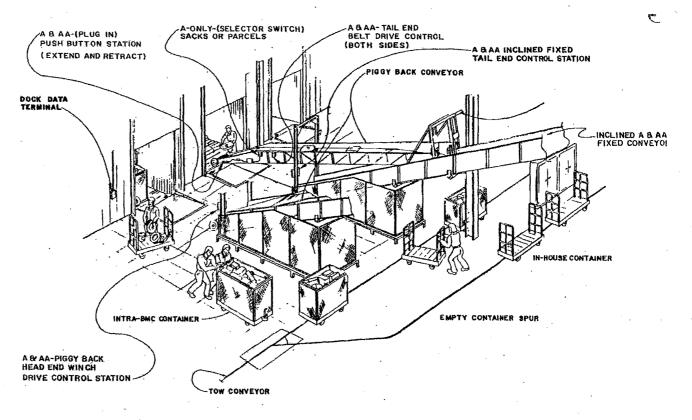


Figure 3-10 Unloading Operations

198

INBOUND DOCKS

23-2

USPS: James Chumley
APWU: Leonard Dennison

NPMHU: Martin Doherty

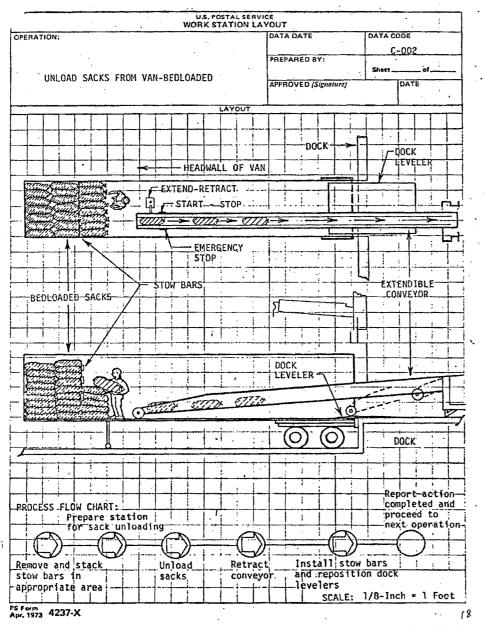
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UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

ACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC 27	495	DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	D CRAFT AS OF (PLACE N COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#	·	CLERK	MAIL HANDLER	(OF HOME)
IDC'S		CALLING FOR TRUCKS TO COME TO THE DOCK	x		1
•	2	OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	x		
•	3	EXTEND DOCK LEVELER INTO TRAILER	×		
	4	CHECKING RED/GREEN SAFETY LIGHTS	x		
	5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	x		
	6	LOADING/UNLOADING OF CONTAINERIZED ROLLING STOCK MAIL		x	
	7	LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS		x	
	8	LOADING/UNLOADING BED LOADED MAIL		x	
	9	ATTEND TO CONTAINER LOADERS FOR NDC's, REMOVE CONTAINERS AND LOAD ONTO TRUCK/TRAILER WHEN READY FOR DISPATCH		x	
	10	REMOVE WHEEL CHOCKS	×		
	11	RETRACT DOCK LEVELER	×		
	12	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		
	13	CLOSE DOCK DOOR	- x		
	14	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	x		
	-		-		
	-				24



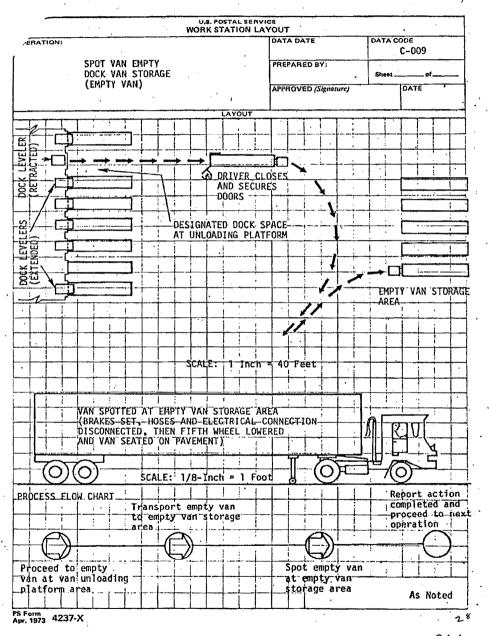
LDRC
REPRESENTATIVES
PRINTED NAME
USPS: James Chu

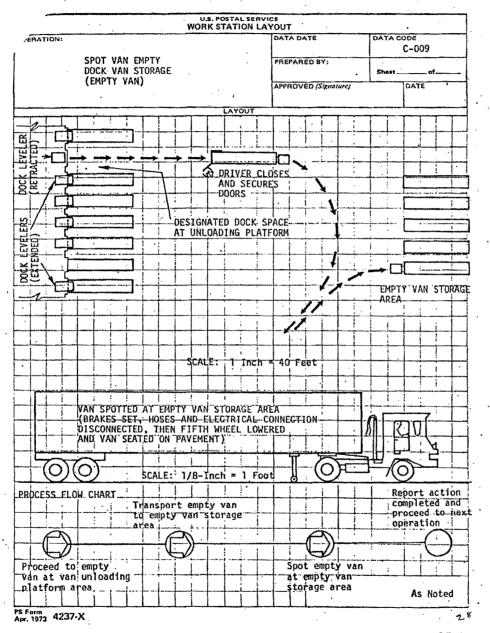
USPS: James Chumley
APWU: Leonard Dennison
NPMHU: Martin Doherty

USPS APWU APMHU

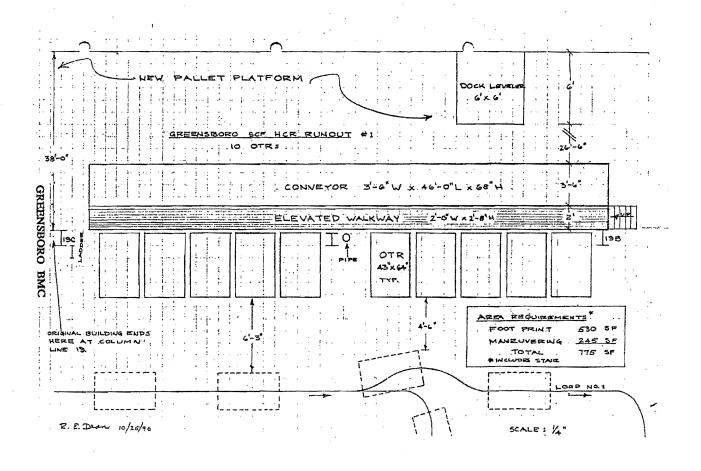
UPDATED REGIONAL INSTRUCTION - 399 REVIEW REVISED 9-1-2017 INSTALLATION INVENTORY

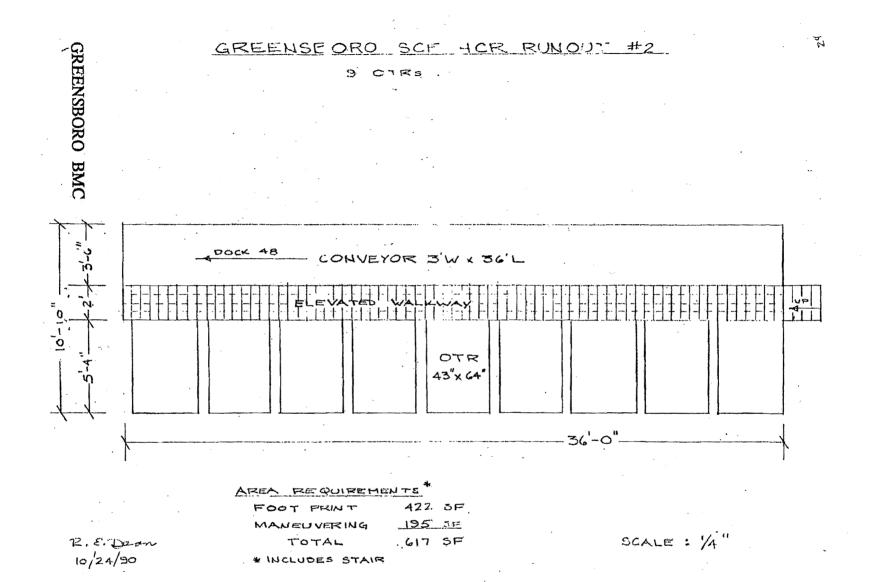
. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1	D CRAFT AS OF 1-2017 'X" IN COLUMN)	4, NUMBER OF ATTACHED DIAGRAM(S)
	#	, , , , , , , , , , , , , , , , , , , ,	CLERK	MAIL HANDLER	(OPTIONAL)
SCF DOCKS	1	CALLING FOR TRUCKS TO COME TO THE DOCK	x		3
	2	OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	x		
	3	EXTEND DOCK LEVELER INTO TRAILER	x		
	4	CHECKING RED/GREEN SAFETY LIGHTS	x		
	5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	хх		
	6	LOADING/UNLOADING OF CONTAINERIZED ROLLING STOCK MAIL		х	
	7	LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS		×	
	8	LOADING/UNLOADING BED LOADED MAIL		x	
	9	ATTEND TO CONTAINER LOADERS IN AREA, REMOVE CONTAINERS AND LOAD ONTO TRUCK/TRAILER WHEN READY FOR DISPATCH		x	
	10	REMOVE WHEEL CHOCKS	X		
	11	RETRACT DOCK LEVELER	x		
	12	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		
	13	CLOSE DOCK DOOR	Х		
	14	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	X		
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25-3

USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

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UPDATED REGIONAL INSTRUCTION - 399 REVIEW REVISED 9-1-2017 INSTALLATION INVENTORY

ATTACHE A ATTACH A ATTACH A ATTACH A ATTACH A ATTACH CLERK MAIL HANDLER 1 CALLING FOR TRUCKS TO COME TO THE DOCK 2 OPENING VANITRUCK DOORS AND BREAKING SEALS X 3 EXTEND DOCK LEVELER INTO TRAILER 4 OHECKING REDIGREEN SAFETY LIGHTS X 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 9 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 0 OR IN APPROPRIATE CONTAINERS MISSENT MAIL OR NUNOUT RETAGGEORIELABELED AND 10 PLACED BACK INTO INFEED SYSTEM FOR SORTATION X HSTS MAIL REDING SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MAICHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL NOTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X	1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	2 April	DATE: 12/24/2018	4. NUMBER OF
# CALLING FOR TRUCKS TO COME TO THE DOCK X 1 CALLING FOR TRUCKS TO COME TO THE DOCK X 2 OPENING VANITRUCK DOORS AND BREAKING SEALS X 3 EXTEND DOCK LEVELER INTO TRAILER X 4 CHECKING REDIGREN SAFETY LIGHTS X 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD X 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS X 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS X SORTED MAIL RETIREVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS X MISSENT MAIL ON RUNOUT RETAGGEDIRELABELED AND 10 PLACED BACK INTO INFEED SYSTEM FOR SORTATION X HSTS MAIL NEDING SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED X 10 ISPATCH MAIL FROM HSTS TO APPROPRIATE X 11 LOAD HSTS MAIL ONTO TRUCKTRAILER X 13 LOAD HSTS MAIL ONTO TRUCKTRAILER X 14 STRAPPING LOAD IN TRUCKTRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 20 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X	T. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	(PLACE	ATTACHED DIAGRAM(S)
DPERATION 198 2 OPENING VANITRUCK DOORS AND BREAKING SEALS X 3 EXTEND DOCK LEVELER INTO TRAILER X 4 CHECKING REDICREEN SAFETY LIGHTS X 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD X 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS X 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS X SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON X MISSENT MAIL ON RUNOUT RETAGGEDIRELABELED AND PLACED AND PLACED AND PLACED BACK INTO INFEED SYSTEM FOR STRATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED THAIL STRAINFAILER X DISPATCH MAIL FROM HSTS TO APPROPRIATE X 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER X 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHELE CHOCKS X X 16 RETRACT DOCK LEVELER X 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		#		CLERK	MAIL HANDLER	(OPTIONAL)
3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING REDOREEN SAFETY LIGHTS 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS X SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS X MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER X 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VANNTRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE OOK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X	HIGH SPEED TRAY SORTER	1	CALLING FOR TRUCKS TO COME TO THE DOCK	×		
3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING REDOREEN SAFETY LIGHTS 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS X SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS X MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER X 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VANNTRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE OOK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X	OPERATION 400					
4 CHECKING REDIGREEN SAFETY LIGHTS 5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS X MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED 12 TRUCKTRAILER 13 LOAD HSTS MAIL ONTO TRUCKTRAILER 14 STRAPPING LOAD IN TRUCKTRAILER 15 TREMOVE WHEEL CHOCKS 16 RETRACT DOCK LEVELER 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) 18 CLOSE DOCK DOOR 19 CALL FOR TRUCKTRAILER TO BE REMOVED FROM DOCK X	OPERATION 198	_		 	 	
5 PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X 6 REMOVE STRAPS FROM LOAD X 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS X 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS X SORTED MAIL RETRIEVED FROM RUNDOUTS AND PLACED ON OR APPROPRIATE CONTAINERS X MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND PLACED BACK INTO INFEED SYTEM FOR SORTATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED TO INSPATCH MAIL FROM HSTS TO APPROPRIATE X 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED WILL BE TAKEN TO STRAPPING LOAD IN TRUCK/TRAILER X 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER X 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X X 16 RETRACT DOCK LEVELER X 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		_				
6 REMOVE STRAPS FROM LOAD 7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS MISSENT MAIL ON RUNOUT RETAGGEORRELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION K HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED ITRUCKTRAILER 12 TRUCKTRAILER 13 LOAD HSTS MAIL ONTO TRUCKTRAILER 14 STRAPPING LOAD IN TRUCKTRAILER 15 REMOVE WHEEL CHOCKS K 16 RETRACT DOCK LEVELER 17 CLOSE VANITRUCK DOOR (RESEAL IF NECESSARY) 18 CLOSE DOCK DOOR 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		+-	CHECKING REDIGREEN SAFETT LIGHTS	 ^		
7 MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS 8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS 9 SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN A PPROPPRIATE CONTAINERS 10 RISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYME FOR SORTATION 11 SHRINK WRAP PED WILL BE TAKEN TO 11 SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED WILL BE TAKEN TO 12 DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCKTRAILER 12 TRUCKTRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER 15 REMOVE WHEEL CHOCKS 15 RETACT DOCK LEVELER 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 19 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	X	ļ	
8 MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER 15 REMOVE WHEEL CHOCKS 16 RETRACT DOCK LEVELER 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		6	REMOVE STRAPS FROM LOAD	x		
SORTED MAIL RETRIEVED FROM RUNOUTS AND PLACED ON 9 OR IN APPROPRIATE CONTAINERS MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND 10 PLACED BACK INTO INFEED SYTEM FOR SORTATION X HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		7	MAIL BROUGHT TO HSTS BY EQUIPMENT OPERATORS		х	
MISSENT MAIL ON RUNOUT RETAGGED/RELABELED AND PLACED BACK INTO INFEED SYTEM FOR SORTATION **X** **HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO SHRINK WRAP MACHINE AND SHRINK WRAPPED **DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER **13 LOAD HSTS MAIL ONTO TRUCK/TRAILER **14 STRAPPING LOAD IN TRUCK/TRAILER **15 REMOVE WHEEL CHOCKS **16 RETRACT DOCK LEVELER **17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) **18 CLOSE DOCK DOOR **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **10 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **10 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **10 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **10 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **10 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **11 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **12 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **12 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **13 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **14 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **15 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **16 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **16 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **17 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **17 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **18 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **18 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **18 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **18 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **18 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK **X** **X** **X** **X** **X** **X**		8	MAIL UNLOADED INTO INFEED SYSTEM FOR HSTS		X	
10 PLACED BACK INTO INFEED SYTEM FOR SORTATION HSTS MAIL NEEDING SHRINK WRAPPED WILL BE TAKEN TO 11 SHRINK WRAP MACHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER 15 REMOVE WHEEL CHOCKS 16 RETRACT DOCK LEVELER 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) 18 CLOSE DOCK DOOR 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		9			x	
11 SHRINK WRAP MACHINE AND SHRINK WRAPPED DISPATCH MAIL FROM HSTS TO APPROPRIATE 12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER X 14 STRAPPING LOAD IN TRUCK/TRAILER 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		10			x	-
12 TRUCK/TRAILER 13 LOAD HSTS MAIL ONTO TRUCK/TRAILER 14 STRAPPING LOAD IN TRUCK/TRAILER 15 REMOVE WHEEL CHOCKS 16 RETRACT DOCK LEVELER 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) 18 CLOSE DOCK DOOR 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		11			x	
14 STRAPPING LOAD IN TRUCK/TRAILER X 15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		12			* x	
15 REMOVE WHEEL CHOCKS X 16 RETRACT DOCK LEVELER X 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		13	LOAD HSTS MAIL ONTO TRUCK/TRAILER		X	
16 RETRACT DOCK LEVELER X 17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X						
17 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X					ļ	
18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		16	RETRACT DOCK LEVELER	X	ļ	
18 CLOSE DOCK DOOR X 19 CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK X		17	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	×		
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		19	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	х		
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

APWU: ZA

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

1. OPERATION NUMBER OR LOCAL DESCRIPTION	2. FUNCTION NUMBER	R OR LOCAL DESCRIPTION	9-1	D CRAFT AS OF I-2017 "X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(6: (16:///12)
PALLET DUMPERS LOCATIONS	1 MAIL FROM MISSENT BRO	UGHT BY CLERKS	x		1
H49,H50,H51	2 MAIL FROM INBOUND BRO	OUGHT BY MAIL HANDLERS		x	
	3 DUMPERS LOADED, EMPT	IED AND UNLOADED	x		
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INBOUND, SRS2A, IN FRONT OF LOCKER ROOMS E13	1 MAIL BROUGHT TO DUMP	ERS BY MAILHANDLERS		X	4
	CONTAINERS LOADED INT CONTAINERS REMOVED F	O DUMPER , EMPTIED AND ROM UNLOADER		X	
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC CITY:	GREENSBORO	STATE/ZIP CODE: NC 274	195 DATI	E: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCRIPTION	2. FUNCTION NUMBER	OR LOCAL DESCRIPTION 9-1	3. ASSIGNED CF 1-2017 AN "X" IN CO	(PLACE	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK N	IAIL HANDLER	(27
ELECTRIC HAND AND MANUAL (PALLET) JACK OPERATORS	USED BY BOTH CRAFTS, 1 OPERATION BEING PERF	DEPENDANT ON ORMED	х	х	
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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC CITY	<i>(</i> :	GREENSBORO	STATE/ZIP CODE: NC	27495	DATE: 12/24/201	8
. OPERATION NUMBER OR LOCAL DESCRIPTION	N	2. FUNCTION NUMBER	OR LOCAL DESCRIPTION	9-	ED CRAFT AS OF 1-2017 "X" IN COLUMN)	4. NUMBER O ATTACHED DIAGRAM(S) (OPTIONAL)
	- 1			CLERK	MAIL HANDLER	(OF HONAL)
PRIMARY AND SECONDARY MISSENT RU	INOUTS 1	RETRIEVE MAIL FROM RUI	NOUTS AND LOAD INTO	x	×	
		TAKE LOADED CONTAINER CONTAINER UNLOADERS THE MAIL STREAM		x		
		TAKE CARE OF MINOR RE	WRAP AT RUNOUTS AND	x		
	4	SEND MAJOR REWRAP OV OPERATION	ER TO REWRAP	x		
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS: APWU: XC 2

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	ED CRAFT AS OF (PLACE IN COLUMN)	4. NUMBER O ATTACHED DIAGRAM(S
·	#	·	CLERK	MAIL HANDLER	(OPTIONAL
MSO1 CONVEYOR		EMPTY CONTENTS OF SACKS FROM UPPER CONVEYOR ONTO LOWER CONVEYOR OR DISTRIBUTE TO CONTAINERS		×	
	2	EQUIPMENT OPERATORS TAKE MAIL CONTAINERS TO BE UNLOADED OR DISPATCHED		x	
	3	SETUP OF MAIL CONTAINERS		x	
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USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

USPS APWU: X CC

APWU: X C C

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

FACILITY: GREENSBORO NDC CITY:	GREENSBORO	STATE/ZIP CODE: NC 27495	DATE: 12/24/2018	
I. OPERATION NUMBER OR LOCAL DESCRIPTION	2. FUNCTION NUMBER		ASSIGNED CRAFT AS OF 9-1-2017 ACE AN "X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#	CLERI	MAIL HANDLER	Tot Homae)
AUTOMATIC TRAY SLEEVER	1 MAIL BROUGHT TO ATS E		x	_
	2 MACHINE TO BE SLEEVE		х	
	SLEEVED MAIL FROM ATS RECONTAINERIZED OR E 3 INFEED SYSTEM	•	x	
	4 LOAD CARTS OF SLEEVE	S INTO ATS WHEN NEEDED	x	
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS

APWU: X (A X)

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY:	GREENSBORO NDC	CITY:		GREENSBORO STATE/ZIP CODE: NC	27495		DATE: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCRIPTION		RIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	l	9-	ED CRAFT AS OF 1-2017 "X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			#			LERK	MAIL HANDLER	(OPTIONAL)
AUTOMATIC '	TRAY UNSLEEVER			MAIL BROUGHT TO ATUS BY EQUIPMENT OPERATORS			x	
			2	TRAYS OF SLEEVED MAIL INSERTED INTO MACHINE TO BE UNSLEEVED			х	
			3	UNSLEEVED/SLEEVED MAIL FROM ATUS EITHER RECONTAINERIZED OR ENTER INTO THE HSTS INFEED SYSTEM			×	
		~	4	REMOVE CONTAINER OF REMOVED SLEEVES WHEN FULL AND REPLACE WITH AN EMPTY CONTAINER		,	х	

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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC	27495	DATE: 12/24/2018	
. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	ED CRAFT AS OF (PLACE IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(01 11071712)
PLACES WHERE MAIL IS CULLED FROM THE WRONG SYSTEM OR DAMAGED/OPEN MAIL IS REMOVED FROM MAIL STREAM	1	REMOVE AND TAKE CARE OF MINOR REWRAP ONSITE		х	
	2	REMOVE DAMAGED MAIL TO BE SENT TO REWRAP		х	
	3	REMOVE MISSENT MAIL FROM MAIL STREAM TO BE SENT TO TO CORRECT SYSTEM		x	
		REMOVE OTHER ITEMS NOT BELONGING IN MAILSTREAM		х	
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USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

USPS: () APWU: Y d d)

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: NC	27495	DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	NED CRAFT AS OF (PLACE 'IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(OF TIONAL)
SECONDARY DOCKS 117-131	1	CALLING FOR TRUCKS TO COME TO THE DOCK	×		
	2	OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	х		
	3	EXTEND DOCK LEVELER INTO TRAILER	x		
	4	CHECKING RED/GREEN SAFETY LIGHTS	x		
	5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	х	· .	
	6	LOADING/UNLOADING OF CONTAINERIZED ROLLING STOCK MAIL		x	
	7	LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS		х	
	8	LOADING/UNLOADING BED LOADED MAIL	<u> </u>	X	
	9	REMOVE WHEEL CHOCKS	x		
	10	RETRACT DOCK LEVELER	х		
	11	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		
	12	CLOSE DOCK DOOR	x		
	13	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	x		
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USPS: James Chumley
APWU: Leonard Dennison

NPMHU: Martin Doherty

APWU ZZZ

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

DIRECT DOCKS 1 CALLING FOR TRUCKS TO COME TO THE DOCK 2 OPENING VAN/TRUCK/DOCK DOORS AND BREAKING 2 SEALS 3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING RED/GREEN SAFETY LIGHTS PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED X LOADING/UNLOADING OF CONTAINERIZED ROLLING 5 STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS X LOADING/UNLOADING BED LOADED MAIL X	TY: GREENSBORO NDC CITY:	GREENSBORO STATE/ZIP CODE: NC 27	495	DATE: 12/24/2018	
DIRECT DOCKS 1 CALLING FOR TRUCKS TO COME TO THE DOCK 2 SEALS 3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING RED/GREEN SAFETY LIGHTS 5 NEEDED LOADING/UNLOADING OF CONTAINERIZED ROLLING 6 STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY 7 EQUIPMENT OPERATORS 8 LOADING/UNLOADING BED LOADED MAIL 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM	RATION NUMBER OR LOCAL DESCRIPTION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	1	9-1-2017	4. NUMBER OF ATTACHED DIAGRAM(5)
OPENING VAN/TRUCK/DOCK DOORS AND BREAKING 2 SEALS 3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING RED/GREEN SAFETY LIGHTS 5 NEEDED		#		MAIL HANDLER	(OPTIONAL)
2 SEALS 3 EXTEND DOCK LEVELER INTO TRAILER 4 CHECKING RED/GREEN SAFETY LIGHTS X PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED LOADING/UNLOADING OF CONTAINERIZED ROLLING 5 STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY 7 EQUIPMENT OPERATORS X 8 LOADING/UNLOADING BED LOADED MAIL X 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM	CT DOCKS	1 CALLING FOR TRUCKS TO COME TO THE DOCK	X		
4 CHECKING RED/GREEN SAFETY LIGHTS PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED LOADING/UNLOADING OF CONTAINERIZED ROLLING STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY FEQUIPMENT OPERATORS REMOVE WHEEL CHOCKS TO REMOVE WHEEL CHOCKS TO REMOVE WHEEL CHOCKS TO RETRACT DOCK LEVELER TO CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) TO CLOSE DOCK DOOR CALL FOR TRUCK/TRAILER TO BE REMOVED FROM			x		
PLACING WHEEL CHOCK UNDER TRAILER TIRES IF 5 NEEDED X LOADING/UNLOADING OF CONTAINERIZED ROLLING 6 STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY 7 EQUIPMENT OPERATORS X 8 LOADING/UNLOADING BED LOADED MAIL X 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		3 EXTEND DOCK LEVELER INTO TRAILER	x		
5 NEEDED X LOADING/UNLOADING OF CONTAINERIZED ROLLING 5 STOCK MAIL X LOADING/UNLOADING OF PALLETIZED MAIL BY 7 EQUIPMENT OPERATORS X 8 LOADING/UNLOADING BED LOADED MAIL X 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM			x		_
6 STOCK MAIL LOADING/UNLOADING OF PALLETIZED MAIL BY 7 EQUIPMENT OPERATORS 8 LOADING/UNLOADING BED LOADED MAIL 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		5 NEEDED	x		-
7 EQUIPMENT OPERATORS X 8 LOADING/UNLOADING BED LOADED MAIL X 9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM				x	_
9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS X 10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM				x	_
10 REMOVE WHEEL CHOCKS X 11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		8 LOADING/UNLOADING BED LOADED MAIL		X	_
11 RETRACT DOCK LEVELER X 12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		9 DISTIBUTE DIRECT MAIL TO APPROPRIATE LOCATIONS		x	1
12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		10 REMOVE WHEEL CHOCKS	×		_
12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY) X 13 CLOSE DOCK DOOR X CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		11 RETRACT DOCK LEVELER	x		_
CALL FOR TRUCK/TRAILER TO BE REMOVED FROM		12 CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		_
			x] .
			x		_
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS APWU: XXXX

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

ACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE/ZIP CODE: N	C 27495	DATE: 12/24/2018				
1. OPERATION NUMBER OR LOCAL DESCRIPTION		PERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017 AN "X"	3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)		
	#		CLERK	MAIL HANDLER	ATTACHED DIAGRAM(S) (OPTIONAL)			
UTOMATED AND MANUAL SHRINK WRAPPING	1	Dependant upon operation it is being used in	x	x				
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

ACILITY:	GREENSBORO NDC	CITY:		GREENSBORO STATE/ZIP CODE: NC	27495	DATE: 12/24/2018	
1. OPERATION NUMBER OR LOCAL DESCRIPTION		RIPTION	PTION 2. FUNCTION NUMBER OR LOCAL DESCRIPTION		3. ASSIGN 9 (PLACE AN	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)	
			#		CLERK	MAIL HANDLER	(OPTIONAL)
PLACARDS			1	PRINTING AND DISTRIBUTE PLACARDS (DEPENDANT UPON OPERATION)	х	х	
			2	APPLICATION OF PLACARDS (DEPENDANT UPON OPERATION)	х	x	
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty



UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

1. OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)		DIAGRAM(S)
	#	·	CLERK	MAIL HANDLER	(OPTIONAL)
the state of the s		RETRIEVE SCANNERS FROM SDO	X	X	
SURFACE VISIBILITY SCANNING	2	SCANS TRUCKS ARRIVAL AND DEPARTURE	х		
		SCAN CONTAINERS UNLOADED FROM TRUCK AND LOADED ONTO TRUCK		x	
	4	SCAN MAIL PIECES ON APBS, NMO MANUAL STICKS	x		
	5	SCAN PALLETS CROSS DOCK OPERATION		×	
	6	SCAN PLACARDS PLACED ON CONTAINERS IN SECONDARY AND HSTS		x	
	_				
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USPS: James Chumley

APWU: Leonard Dennison NPMHU: Martin Doherty

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF

ACILITY: GREENSBORO NDC CITY:	GREENSBORO	STATE/ZIP CODE: NC 27	495	DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION	R OR LOCAL DESCRIPTION 2. FUNCTION NUMBER OR LOCAL DESCRIPTION		9-1	D CRAFT AS OF I-2017 'X" IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	,
OPERATION NO LONGER HERE BUT MAY POSSIBLY RETURN		S IN FINANCE DEPT, SUCH AS TERY, TRAVEL VOUCHER YABLE ETC	x		
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USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

APWU: APWU: NPMHU: 1

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY OF

OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	9-1-2017	IED CRAFT AS OF (PLACE IN COLUMN)	4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	,
rimekeeper		PERFORM TIMEKEEPING DUTIES, VARIOUS CLERICAL, SECRETERIAL AND STENOGRAPHIC DUTIES FOR DIRECTOR OF MAINTENANCE	×		. 1
NOT IN THIS OFFICE AT THIS TIME BUT IT USED TO BE AND MAY ONE DAY RETURN					
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USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

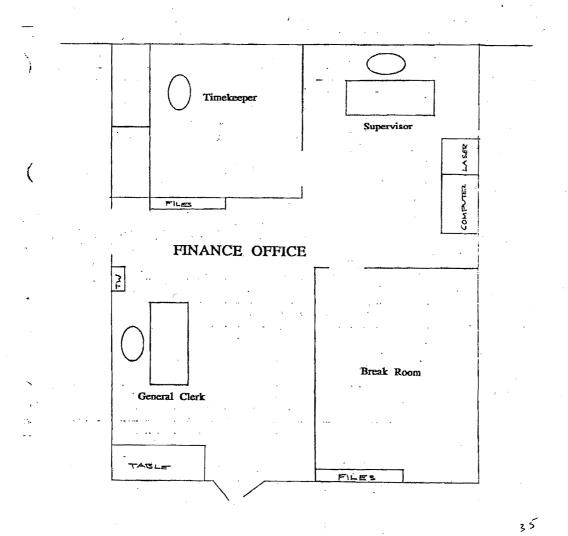
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UPDATED REGIONAL INSTRUCTION - 399 REVIEW

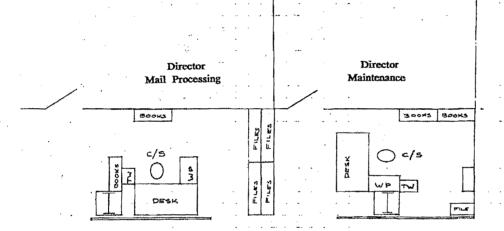
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OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIG	NED CRAFT AS OF (PLACE	ATTACHED
				'IN COLUMN)	DIAGRAM(S) (OPTIONAL)
	#		CLERK	MAIL HANDLER	(OPTIONAL)
		PERFORM TIMEKEEPING DUTIES, VARIOUS CLERICAL,			
		SECRETERIAL AND STENOGRAPHIC DUTIES FOR		1	
GENERAL CLERK STENOGRAPHER		DIRECTOR OF MAIL PROCESSING	x	l i	2
			 		
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TIMEKEEPER & GENERAL CLERK



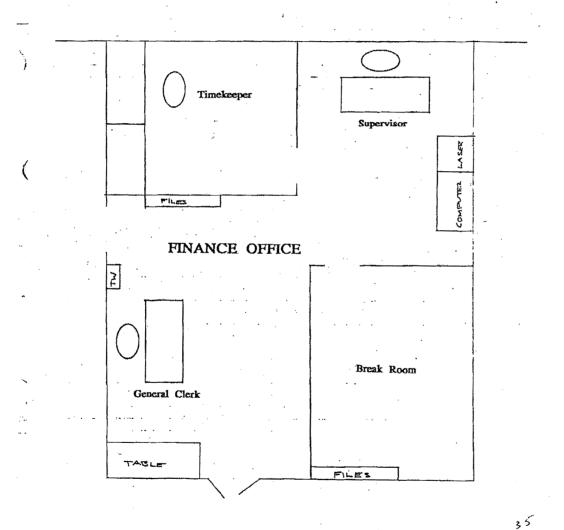
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GREENSBORO BMC

37

TIMEKEEPER & GENERAL CLERK



41-1

USPS: James Chumley

APWU: Leonard Dennison
NPMHU: Martin Doherty

INITIALS

APWU:

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

FACILITY:	GREENSBORO NDC	CITY:		GREENSBORO STATE/ZIP CODE: NC 2	27495	DATE: 12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		BER OR LOCAL DESCRIPTION 2. FUNCTION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)		4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			#.	,	CLERK	MAIL HANDLER	(or mone)
NURSE NO LONGER	IN THIS OFFICE BUT THE		١	PERFORMS VARIOUS NURSING DUTIES THAT INCLUDE PREVENTATIVE AND REMEDIAL CARE, PERFORM 2ND CLASS MAIL DISTRIBUTION	×		1
	ONE DAY RETURN	-					
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NURSE

NO DIAGRAM AVAILABLE

PRINTED NAME
USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

USPS:

PWU: LA

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

MAIL PROCESSING OPERATIONS

ACILITY: GREENSBORO NDC CITY:		GREENSBORO STATE	ZIP CODE: NC	27495	DATE:	12/24/2018	
OPERATION NUMBER OR LOCAL DESCRIPTION		2. FUNCTION NUMBER OR LOCAL DES	CRIPTION	9-1-2017		FT AS OF (PLACE	4. NUMBER O ATTACHED DIAGRAM(S)
	#			CLERK	" IN COLU	JMN) JL HANDLER	(OPTIONAL)
tended BBM							
		MAIL IS BROUGHT TO THE DUNMPER B OPERATORS	Y EQUIPMENT			x	4
	2	SORTING AREA IS SET UP BY CLERKS		x			
	3	MAIL IS SORTED FROM THE CONVEYOR	R BY CLERKS	х			
		SORTING AREA IS BROKEN DOWN BY (MAIL MOVED TO STAGING ARE FOR PIC EQUIPMENT OPERATORS		x			
		EQUIPMENT OPERATORS TAKE STAGE TRUCKS FOR DISPATCH	D MAIL TO	·		x	
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EXTENDED BBM OPERATION

Winston-Salem Greensboro(270-274)
Rocky Mount Raleigh(276)

PURPOSE

The purpose of the Extended BBM Operation is to provide a finer distribution of working bulk business letters and flats.

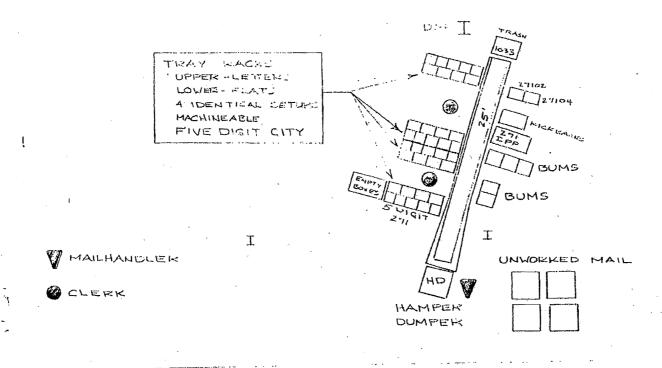
DESCRIPTION

Bundles of working BBM arrive at the operation either in sacks via sack runouts or in containers. Mailhandlers then dump the bundles onto a Model 89 conveyor that moves them to the distribution clerks who sort them to five digit sacks, three digit cities or SCFs and three digit machineable trays. Typically, the number of separations is 28 at an average clerk distribution rate of 694 bundles per hour.

COMMENTARY

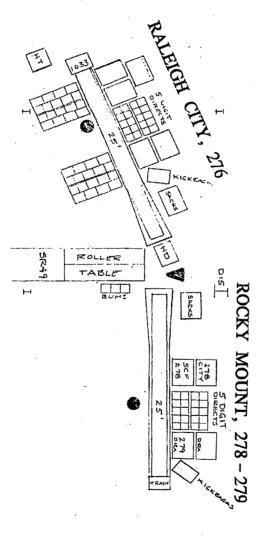
Although there is no formal scheme knowlege involved, a considerable degree of memory work is involved to assure that all the mail is distributed properly. The clerks must decide whether a bundle contains flats or letters, whether it is a three or five digit direct and whether or not it is machineable. Even more decisions are made at this job than at most non-scheme distribution operations throughout the Postal Service.

B;\nc115ext,MISC

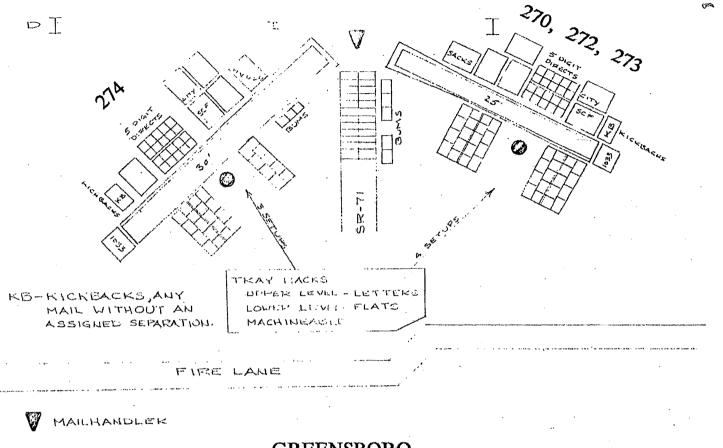


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WINSTON - SALEM



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GREENSBORO